



Pupil medication

Purpose:

It is essential for the safety and wellbeing of students and for the legal responsibilities carried by the school that a clear and mandatory policy exists to cover the administration of medication to students.

Requirements

Register: A register of children who are currently taking medication at school or who have special medicinal requirements will be maintained. The register will include full details of the type of medication, dosage and time of administration

This register will be kept in the sick room. A list of children with medical conditions will be available to class teachers and must be kept in front of the roll book and available to visiting and relief teachers.

Administration of Medication: At all times there will be one person present when medicines are administered. This person will identify the child and dosage to be administered.

Recording of Administration: A book to record each non-prescribed administration to individual children will be kept in the sick room. This will include date, time and dosage and is to be signed by the person administering the medication.

Non-Prescription Medication: Other than Panadol, and Asmol (Ventolin), where permission is always sought from the parent, non-prescription medicine will not be administered to children.

Information: All parents will be informed of the requirements and procedures for administering medication during school hours:

- When parents bring medication into Reception
- Through reminders in the newsletter

Procedure:

Short-Term Medication: Parents must bring medication into reception with full details of administration, *indemnity note required.*

Long-Term Medication: The medication is to be brought to the office in the morning for storage and recording:

- Single doses can be brought in to the school by the child
- Larger quantities must be delivered by the parent
- The medication is to be placed in a locked cupboard or refrigerated
- The class teacher will be advised of the time the medication is to be taken. Every effort should be taken to remind the child when it is time to take the medication
- At the designated time, the class teacher will send the child to the office
- The record of administration is completed and signed

ASTHMA:

- The parent/s or any child who uses a prescribed aerosol for asthma are required to supply the school with a spare current labelled inhaler, to be kept for emergency use by the child stating dosage and frequency on an Asthma Plan.
- Parents are to ensure that children have their medication with them and are able to administer it themselves where possible.
- A nebuliser will be provided by the school for use by children if and when required.

Excursions and Sport:

In the event of a child going on an excursion all of the above procedures are to be in place, with the following extra procedures:

- The child's dosage for the day is to be signed out by the administrator and given to the supervising teacher in an appropriate container with instructions as to time of dosage and any other relevant information.